

MEETING AGENDA

**City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, September 19, 2007
Civic Center, Room B-8
5:30 P.M.**

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator / City Services
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Mavic Hizon, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of July 18, 2007

5. INTRODUCTION OF MICHELE CARR, DIRECTOR OF HUMAN RESOURCES

6. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Current job specifications for the positions of Planning Manager and Media Services Specialist. Discussion on revised job specifications for the positions of:
 - 1) Planning Manager (Attachment)
 - 2) Media Services Specialist (Attachment)
- b. Discussion on new job classification and job specification for the position of:
 - 1) Project Manager (Attachment)

Please contact Karin Reed at (714) 374-5358 if you have questions or if the Human Resources Department can be of any assistance.

Recommended Action:

- 1) Approve the revised job specifications for the positions of Planning Manager and Media Services Specialist amending the City's Classification Plan.
- 2) Approve the new job classification and job specification for the position of Project Manager amending the City's Classification Plan.

c. Discussion on the reclassification of job specification for select employees in the position of:

- 1) Principal Administrative Analyst (four incumbents) to Project Manager (Attachment).

Recommended Action:

- 1) Approve the reclassification of four Principal Administrative Analyst incumbents to Project Manager amending the City's Classification Plan.

7. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

8. LABOR RELATIONS UPDATE

Attached is the proposed Unit Modification moving Non-Associated Exempt Civil Service Employees into MEO.

9. SECRETARY'S REPORT

As offered

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. INFORMATION ITEMS

Grievance Report – September 2007 (no August report)

12. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of October 17, 2007.

ITEM # 4

MINUTES
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Pending approval by Personnel Commission at the meeting on 8/15/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

ITEM 1
CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:31PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Garner, Gooch, Hunt and Lipson

Commissioners absent: None

Others Present: Bob Hall, Deputy City Administrator
Patti Ahumada, Senior Human Resources Analyst
Mavic Hizon, Administrative Aide
Karin Reed, Administrative Assistant

ITEM 3
PUBLIC COMMENTS

GIS Analyst Leslie Edwards noted that the Minimum Qualifications shown in the GIS Analyst job specifications require a Bachelor's Degree for all GIS Analyst positions whereas within the IS Analyst series, the minimum educational requirement for a Bachelor's degree begins at the IS Analyst IV level. She added that the compensation levels for the GIS Analyst series should not be aligned with the IS Analyst series because of the higher level of education required within the GIS Analyst series.

IS Analyst I April Henderson appealed to the Commission for her position to be reclassified to the IS Analyst II position due to the higher level of projects she has been assigned with to date.

MEA/Teamsters Legal Advisor Bill Davis emphasized that the CPS Classification and Compensation study is not a final action but rather a starting point in discussing any recommended changes to positions.

ITEM 4
APPROVAL OF MINUTES

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to approve the minutes for the June 20, 2007 meeting (passed 7:0).

ITEM 5
INTRODUCTION OF NEW COMMISSIONER

Deputy City Administrator Bob Hall introduced newly appointed Personnel Commissioner Gerald Lipson noting the prior positions he had occupied with other Boards and Commissions at the City.

ITEM 6
PUBLIC HEARING

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Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. A discussion took place on the revised job specification and title change for the positions of:

- A. Legal Secretary – Commissioner Bush inquired on the necessity of a title change when there was no clear distinction in the tasks assigned from one position to the other and if such change would entail a pay increase. Bob Hall confirmed the increase in pay and that the title revision would eliminate redundancy in job titles at the City. A motion was made by Commissioner Clemens and seconded by Commissioner Hunt to approve the revised job specification and title change. Passed 7:0.
- B. Discussion on revised job specifications for the positions of:
 - 1. Building Inspector I, II, & III – Commissioner Clemens inquired on the distinction between Building Inspector II & III. Vice-Commissioner Barton noted that the Building Inspector III position writes reports while the lower level Building Inspectors do not. Chairman Gooch also noted some inconsistencies in verbiage within the education and certification requirements of the job specifications.
 - 2. Deputy City Clerk – Commissioner Bush inquired why a requirement for a California Driver's License is being deleted from some positions. Chairman Gooch added that a California Driver's License requirement is necessary during instances of disaster wherein an employee may be called back to work and no public transportation is available.
 - 3. Senior Deputy City Clerk
 - 4. Fire Safety Program Specialist
 - 5. GIS Analyst
 - 6. IS Analyst Series (I, II, III, IV)
 - 7. Senior Criminalist
 - 8. Construction Inspector
 - 9. Senior Construction Inspector

A motion was made by Commissioner Bush and seconded by Commissioner Hunt to amend the job specifications above as noted and to update specific sections on education and certification requirements for consistency in language ("High school diploma or equivalent" and "Possession of a valid California Driver's License"). Passed 7:0.

- C. Discussion on new job classifications and job specifications for the positions of:
 - 1. GIS Analyst II – Bob Hall called on IS Department Director Jack Marshall to discuss the position descriptions for the IS Analyst Series and the GIS Analyst series. Jack Marshall noted that all GIS Analyst levels require a Bachelor's Degree but those incumbents who do not have been grandfathered.
 - 2. Parking/Traffic Control Supervisor

Recommended Action:

- 1. Approve the revised job specification and title change for the position of Legal Secretary to Legal Assistant, amending the City's Classification Plan.

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2. Approve the revised job specifications for the positions of Building Inspector I, II, & III, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, the IS Analyst series (I, II, III & IV), Senior Criminalist, Construction Inspector I, Construction Inspector II, Senior Construction Inspector and Senior Inspector Water Construction, amending the City's Classification Plan.
3. Approve the new job classifications and job specifications for the positions of GIS Analyst II and Parking Traffic Control Supervisor amending the City's Classification Plan.

A motion was made by Commissioner Clemens and seconded by Vice-Commissioner Barton to adopt the recommended actions. Passed 7:0.

- D. Discussion on the reclassification of job specification for select employees in the positions of:
1. Human Services Supervisor (one incumbent) to Senior Supervisor, Human Services
 2. Senior Accounting Technician (Fire Department) to Administrative Aide
 3. GIS Analyst (all incumbents) to GIS Analyst II
 4. IS Analyst I (one incumbent) to IS Analyst II
 5. IS Analyst II (one incumbent) to IS Analyst III
 6. Criminalist To Senior Criminalist
 7. Parking/Traffic Control Coordinator to Parking/Traffic Control Supervisor
 8. Civil Engineering Assistant (one incumbent) to Contract Administrator

Recommended Action:

1. Approve the new job classification of Senior Supervisor, Human Services and the reclassification of one Human Services Supervisor incumbent to Senior Supervisor, Human Services amending the City's Classification Plan.
2. Approve the reclassification of the Senior Accounting Technician (Fire Department) to Administrative Aide amending the City's Classification Plan.
3. Approve the reclassification of all the GIS Analyst incumbents to GIS Analyst II amending the City's Classification Plan.
4. Approve the reclassification of one IS Analyst I incumbent to IS Analyst II amending the City's Classification Plan.
5. Approve the reclassification of one IS Analyst II incumbent to IS Analyst III amending the City's Classification Plan
6. Approve the reclassification of the Criminalist to Senior Criminalist amending the City's Classification Plan.
7. Approve the reclassification of the Parking/Traffic Control Coordinator to Parking/Traffic Control Supervisor amending the City's Classification Plan.
8. Approve the reclassification of one Civil Engineering Assistant incumbent to Contract Administrator amending the City's Classification Plan.

IS Analyst I April Henderson restated her request for her inclusion to the recommended reclassification of IS Analyst I to IS Analyst II. Commissioner Bush inquired if a process existed at the City for periodic evaluation of positions. Bob Hall replied that position evaluations are done by Department Heads and by associations. Commissioner Bush commented that IS Analyst I April Henderson will need to be compensated commensurate to her job duties. IS Director Jack

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Marshall confirmed that April Henderson is already receiving added pay for working above her class. Commissioner Lipson inquired if desk audits take place at the City to which Bob Hall affirmed the process as informal. MEA/Teamsters legal advisor Bill Davis added that a grievance process would be another means of initiating the evaluation of a position.

A motion was made by Vice-Commissioner Barton and seconded by Commissioner Bush to adopt the recommended actions. Passed 7:0.

- E. Discussion on a revised job specification and title change for the position of Real Estate Services Manager, amending the City's Classification Plan. The title will be changed to Housing and Real Estate Services Manager.

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to adopt the recommended actions. Passed 7:0.

ITEM 7

ELECTION OF CHAIR AND VICE CHAIR

Daniel Gooch was reelected into his position as Chairman. Due to the expiration of her term, the previous Vice-Chair Commissioner Blanche Deight, left the Commission and Commissioner David Barton was elected.

ITEM 8

REPORT ON CITY OF H.B. STATUS REGARDING DEPARTMENT OF HOMELAND SECURITY'S BASIC PILOT PROGRAM.

Commissioner Lipson inquired on the extent of background investigation the City undertakes in its recruitment process. Bob Hall described the fingerprinting process and the DOJ's role in the results of the investigation. Sr. Human Resources Analyst Patti Ahumada added that documents required of new hires consist of the I-9 Form and its associated documentation (SSN # and Proof of Eligibility to work within the U.S). Bob Hall also added that reference checks are conducted by the hiring Department. Commissioner Bush raised the issue of a contractor's responsibility (e.g. Rainbow Disposal) in its own recruitment efforts and if contracted personnel is in full compliance with all employment requirements. Vice Chair Barton added that the City's expectations of compliance to all employment laws (e.g. security standards and harassment laws) must be emphasized in the City's contracts and professional services agreements.

ITEM 9

COMMISSION GOALS FOR THE COMING YEAR

Sr, Human Resources Analyst Patti Ahumada outlined the following goals:

- A. Attract qualified candidates
- B. Reduce timeline of applications
- C. Conduct periodic review of job descriptions

ITEM 10

LABOR RELATIONS UPDATE

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- A. Memorandum of Understanding between the City of Huntington Beach and the Surf City Lifeguard Employees' Association (SCLEA) (term January 1, 2007 through September 30, 2008) and summary of changes.
- B. Resolution Amending the Memorandum of Understanding between the City and the Municipal Employees Association (MEA) by Adopting the Side Letter of Agreement Regarding Unit Modification and Extension of MOU.

ITEM 11

SECRETARY'S REPORT

Sr. Human Resources Analyst Patti Ahumada announced her resignation from the City in pursuit of higher and specialized education.

ITEM 12

COMMENTS FROM COMMISSIONERS

Vice Chair Barton conveyed his appreciation to Sr. Human Resources Analyst Patti Ahumada for all the work done on job specifications as well as her responsiveness to the Commissioners' requests.

Commissioner Lipson announced his planned absence from the next Personnel Commission meeting on August 15th.

ITEM 13

INFORMATION ITEMS

None

ITEM 14

ADJOURNMENT

The meeting adjourned at 7:30PM to the next regularly scheduled meeting of August 15, 2007.

ITEM # 6a

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER

DATE: DECEMBER, 2001

JOB CODE: 0444
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

The fundamental reason this classification exists is to manage, supervise, and direct the operations of a division (Current and/or Advance) of the Planning Department.

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DISTINGUISHING CHARACTERISTICS

This classification is responsible for a division of the Planning Department: Current and/or Advance. The incumbent is responsible for overall division planning and management, personnel administration including training, selection and performance management, coordinating work programs and priorities, and insures that decision making among the divisions is internally consistent and in accordance with State and municipal statutes. The incumbent works under the direction of the Director of Planning.

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EXAMPLES OF ESSENTIAL DUTIES

Manages, directs and organizes planning activities and programs; coordinates planning activities with other City departments; assigns work, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; coordinates and resolves issues with other departments; represents the City in the Planning Director's absence at the Coastal Commission, City Council and Planning Commission and other City Advisory Boards; responsible for training existing staff and new staff as to how the Zoning and Subdivision Ordinance should be interpreted and other technical issues relating to planning; responsible for being lead staff member to the Planning Commission and advising the Commission on all land use issues; assists and advises the Planning Director on the preparation of the Planning Department budget; reviews all staff reports to the Planning Commission and City Council; serves as liaison with various federal, state and county offices on development matters such as coastal, environmental and general planning; directs environmental impact, land use, geotechnical, seismic and similar studies and ensures completion of and compliance with such studies; confers with contractors, architects, engineers, developers and others on development matters; recommends and administers policies and procedures of the department and performs other related duties as assigned.

Deleted: In addition, the incumbent coordinates work programs and priorities, as well as directly supervises staff in the Planning Department.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER

DATE: DECEMBER, 2001

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Professional standards, principles and practices of urban planning and development; program management techniques including the planning and coordinating of work activities; principles and practices of supervision including performance evaluation; contract administration; personnel policies and procedures; applicable local, State, and Federal regulations; including California Environmental Quality Act and California Coastal Act; project management and cost control; research methods as applied to the collection and analysis of data pertinent to the planning and environmental areas; descriptive statistics; safety issues and liability reduction; budgetary planning, preparation, and control; related computer software including spreadsheet and word processing packages; English usage, grammar, punctuation, and spelling.

Ability to: Administer a division of the Planning Department; plan, coordinate and supervise program activities and personnel; analyze problems and seek resolutions to conflicts; read, interpret and implement policies, laws, ordinances, rules and regulations; provide and use written and oral instructions; ensure safety and professional work standards are met; communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff; prepare and administer a budget; work independently; deliver quality customer service; propose and administer change.

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Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city planning or a related field. A Master's degree in planning or a related field will substitute for one year of the required experience.

Experience: Six years of progressively responsible experience performing professional planning work, including four years supervisory experience.

Certificates/Licenses: Must possess and maintain a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

REV: July 2007

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MEDIA SERVICES SPECIALIST

DATE: DECEMBER, 2001

JOB CODE: 0380
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under close supervision, oversees all functions of the Media/Computer Center including circulation, ordering and staffing. Maintains collections of both adult and childrens' non-print educational and entertainment materials and other duties as required within the scope of the classification. On occasion, serves as backup to the Theater Media Technician.

DISTINGUISHING CHARACTERISTICS

The Media Services Specialist is a support position that serves as point of contact for the public in answering questions about the non-print library collections, computers and in furnishing quality customer service.

EXAMPLES OF ESSENTIAL DUTIES

Assist library patrons with questions or problems related to computer program usage or the Internet.

With Librarian approval, orders both adult and childrens' non-print educational and entertainment materials; receipts and catalogues materials; processes paperwork to pay vendors; distributes materials to branch libraries.

Develops various brochures, bookmarks, event tickets, calendars, event brochures and other materials through the use of personal computers, peripherals, and desktop publishing software.

Operates a variety of audiovisual systems such as projectors, laptops, microphones, theater light and sound, and video conferencing.

Documents daily revenue; generates periodic reports; schedules and trains staff; performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Knowledge of: City and library policies and procedures; personal computers, standard office and desktop publishing software applications and networking in a client-server environment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MEDIA SERVICES SPECIALIST

DATE: DECEMBER, 2001

Ability to: Utilize effective customer service techniques in responding to inquiries and complaints; coordinate work requests to meet deadlines; maintain records; use visual design principles to produce quality printed documents and promotional materials; operate audio/visual equipment, theater sound and light systems, personal computers, laptops, peripherals, and desktop publishing software including Corel and Microsoft products; train and instruct staff; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

Education: High school diploma or equivalent.

Experience: Two (2) years experience in operating and maintaining personal computers and audio-visual equipment. Desktop publishing experience preferred.

Certification: Possession of a valid California vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Mobility in an office environment and ability to lift up to 10 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6b

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

PERSONNEL COMMISSION APPROVAL: 09/19/07

COUNCIL APPROVAL:

JOB CODE: 0579

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES SUMMARY

To support assigned department or the City Administrator's office in directing, managing, administering and strategically planning key projects and administrative duties.

DISTINGUISHING CHARACTERISTICS

Under general direction, this position manages, directs, and coordinates the planning, development, implementation, and administration of a variety of projects, including cross-department and city-wide project(s). Such projects include, but are not limited to, Information Technology, Energy, or Strategic Planning and may be sponsored by City Administration or by a specific department.

Assumes management responsibility for a full range of activities related to assigned project(s). Exercises independent judgment and is responsible for direct supervision of assigned project staff. Coordinates project activities with other programs, departments, and outside agencies. Oversees and participates in a wide variety of professional-level project management, administrative, analytical and/or technical duties.

EXAMPLES OF ESSENTIAL DUTIES

Oversees and manages the development and implementation of goals, objectives and priorities for assigned project(s); selects, trains and evaluates assigned personnel; plans, directs, coordinates and reviews the work plan for assigned staff; reviews and evaluates work products, methods, and procedures; develops and maintains project timeline(s); identifies and resolves issues; develops and administers assigned budgets; forecasts funds needed for staffing, equipment and supplies; monitors and approves expenditures; implements adjustments and modifications. Monitors project status;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

updates management on project progress. Recommends, administers and manages the implementation of policies and procedures related to assigned project(s).

Prepares and presents staff reports and other correspondence, ensuring that presentations on complex matters are prepared for diverse technical and non-technical audiences; oversees and participates in responsible, professional-level research. Manages the development and implementation of training, outreach and education related to assigned project(s). Oversees administrative, analytical and technical support duties of highly complex issues including the areas of auditing, monitoring, systems analysis, financial analysis, and general administrative functions. Prepares a variety of analytical and statistical reports; prepares requests for proposal; participates in contract negotiations and recommends contract award; monitors service and procurement outcomes to ensure compliance with contractual obligations; oversees and manages contracted services assigned to project(s); implements new systems, methods and procedures; performs related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operational characteristics, services and activities of assigned project(s), division(s), or department(s); principles and practices of public administration; operations and functions of municipal government; principles of supervision, training and performance evaluation; principles and practices of project management; principles and practices of municipal budget preparation and administration; methods of administrative, organizational, economic and procedural analysis; methods and techniques of research, analysis and report preparation; methods and techniques of contract negotiation and administration; English usage, spelling, grammar, and punctuation; principles and practices of public speaking; computerized research methods and software applications; current computer information systems and networking technology; modern office procedures; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Apply independent judgment and exhibit personal initiative; direct, organize, coordinate and review the work of staff assigned to project(s); prepare, review and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

analyze complex technical documents, negotiate and administer various contracts. Effectively and efficiently manage complex projects, processes, and procedures within established time and budgetary constraints. Manage project(s) from inception to completion and ensure that project goals and objectives are appropriately and effectively implemented. Communicate clearly and concisely both verbally and in writing. Demonstrate a strong commitment and ability to foster customer service values in all professional interactions, including internal and external customers, consultants, contractor, vendors and community members. Foster a team environment; establish and maintain effective working relationships with contractors, consultants, community groups, the public, co-workers, subordinates and supervisors.

Education: Bachelors degree in computer information systems, business or public administration, or a related field, from an accredited college or university. Masters degree in a related field is highly desirable.

Experience: Five (5) to seven (7) years of professional-level management and/or administrative experience within a municipal agency, including three (3) years of lead and/or supervisory experience. System networking, project management training and/or experience is preferred.

Certifications/License: Possession and maintenance of a valid California motor vehicle operator's Class C license with an acceptable driving record. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work may involve outdoor work sites as well as performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit, reach, twist, lean, and lift files (up to 35 lbs.); moderate to frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

ITEM # 6c



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MANAGEMENT EMPLOYEES ORGANIZATION
POSITIONS IN THE INFORMATION SERVICES, PLANNING AND PUBLIC
WORKS DEPARTMENTS.
DATE: SEPTEMBER 19, 2007

In March of 2006 Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications. Upon receipt of the classification recommendations and compensation analysis, the HR staff met with each department to receive additional input. The City is in concurrence with CPS' recommendation for the position below.

The City and MEO have met and conferred regarding the recommended changes to the MEO classifications. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Principal Administrative Analyst	Project Manager	New class specification
Affected Employees: Beverly Braden (Planning) Linda Daily (Public Works) Ken Dills (Public Works) Colleen Keith (Information Services)		Reclassification

Based on internal alignment to the position of Economic Development Project Manager and market considerations, the recommended base salary range for the Project Manager Job Class is set at R573 (\$6,586 - \$8,158). This equates to a 2% compensation adjustment.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification and reclassification of the incumbents listed above.

Attachment: Job Specifications – Principal Administrative Analyst
Project Manager

Cc: Jim Harker, MEO Legal Representative
Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

JOB CODE: 0084/0062
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO/NON-ASSOCIATED
FLSA STATUS: EXEMPT

DUTIES SUMMARY

To support assigned Department Head or the City Administrator's office in developing, directing, managing, administering, and strategically planning key Department programs and administrative duties; and to coordinate assigned activities with other divisions, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the highest level classification in the Administrative Analyst series. Positions at this level exercise functional supervision over the assigned Department's financial, budget and program analysis staff as well as administrative and clerical staff, as assigned. Incumbents work under the direction of the assigned Department Head, conducting complex and significant analyses, preparing comprehensive reports, and independently managing and developing significant projects.

EXAMPLES OF ESSENTIAL DUTIES

Develops, directs, manages, administers and strategically plans key Department functions, projects, programs and administrative areas of responsibility including Department budget, public information, education and outreach programs, and other complex project that cross Department lines; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary; independently conducts complex analyses, research projects, and studies and oversees analytical activities within the Department including those regarding budget, finance and operating issues; analyzes alternatives and makes recommendations; composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on complex matters to diverse technical and non-technical audiences; attends meetings, study sessions and workshops of the City Council, Commissions or others, to present information and answer questions; implements new systems, methods and procedures including developing and maintaining management information systems that support the needs of the Department; proposes, designs, implements and tracks automation solutions; coordinates and participates in the preparation and administration of grants; assumes responsibility managing budget development and administration activities for assigned area of responsibility; analyzes proposed capital, personnel, operating, and maintenance expenditures; prepares reports and analyses related to impact of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

budgetary decisions; prepares and oversees the preparation of multi-year financial forecasts; manages the tracking and monitoring of budget expenditures; recommends the selection of staff; provides or coordinates staff training; assists in training assigned staff; evaluates assigned staff; works with employees to correct deficiencies; plans, coordinates, evaluates activities associated with assigned contracts; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts; analyses federal, state and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; ensures departmental compliance; coordinates assigned services and project activities with other City departments, divisions, units, boards, committees, task forces, external organizations and the general public; responds to and resolves difficult and sensitive inquiries and complaints; attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned field; performs other duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. City Council/Administration at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions; principles and practices of public administration; operations and functions of municipal government; principles of supervision, training and performance evaluation; principles and practices of program development and implementation; principles and practices of municipal budget preparation and administration; methods of administrative, organizational, economic and procedural analysis; methods and techniques of research, analysis, and statistical and analytical report preparation; methods and techniques of grant application and administration; methods and techniques of contract negotiation and administration; English usage, spelling, grammar, and punctuation; principles and practices of public speaking; computerized research methods and software applications; current information systems and networking technology; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications; pertinent Federal, State, local codes, laws, and regulations.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

Ability to: Supervise, organize and review the work of lower level staff; participate in the selection, training, and evaluation of subordinate co-workers; recommend and implement goals and objectives for providing effective services; independently perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative; direct, organize, coordinate and participate in various complex organizational studies, analyses, and projects; research, analyze, and evaluate programs, policies and procedures; prepare, review and analyze complex technical documents and proposals; prepare clear and concise administrative and financial reports; prioritize activities to meet established timelines; negotiate and administer various contracts; coordinate and administer budget process for assigned department or unit; interpret, apply and explain administrative and departmental policies and procedures and pertinent laws, policies, rules and regulations; operate office equipment including computers and supporting word processing, data base and spreadsheet applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work; commit to provide quality customer service.

Education: Bachelor's degree in public administration or a related field from an accredited college or university. Master's degree in related field is highly desirable.

Experience: Five years of professional-level management and/or administration experience within a municipal agency, including administrative and/or lead supervisory experience, or three years as an Administrative Analyst Senior in the City of Huntington Beach. Computer information systems and networking experience is highly desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 7

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2007.

ITEM # 8

CITY OF HUNTINGTON BEACH
CONTRACT PROPOSALS FOR
MANAGEMENT EMPLOYEES ORGANIZATION

September 13, 2007

1. Article XIV, F - Unit Modification

The City of Huntington Beach proposes to move the following positions into MEO:

Administrative Analyst
Administrative Analyst Principal
Administrative Analyst Senior
Assistant City Attorney
Budget Analyst Senior
Community Relations Officer
Human Resources Manager
Payroll Analyst
Personnel Analyst
Personnel Analyst Principal
Personnel Analyst Senior
Risk Manager
Senior Deputy City Attorney

The City Administrator reserves the right to designate up to 9 (nine) Management Employees' Organization employees as confidential. *The City Administrator shall provide said designation in writing to the organization within 120 days from City Council ratification of this agreement.* The confidential employee designations shall be determined by the City Administrator for those employees having access to or preparing confidential materials and/or information and/or recommendations on behalf of the City in its dealing with employee associations. *Said confidential employees shall not serve as board members or members of the negotiations team on behalf of the labor organizations while designated as confidential.*

2. Article VI - Salary

The City proposes to pay the above-listed group a 4.5% salary adjustment from the period of 12/20/06 – 1/26/07.

3. Administrative Leave

Employees listed above will be entitled to all “old administrative” leave that is currently on the books available for use on the date of Council ratification. They will also receive the full benefit of the 50 hours with the same use requirements as other members.

4. Employees moving from NA to MEO would also be given a 30 day period of time to “cash out” a maximum of 40 additional hours of General Leave. All other provisions of the MEO MOU would apply to NA members moving into MEO.